

Memorandum

Human Resources Administration



Subject: Vehicle Allowance Program

Effective Date: Effective July 1, 2000

PURPOSE

This memorandum establishes the policy and procedures for administration of the City's Vehicle Allowance Program. This program is designed to improve fairness and equity, promote effective operations, improve cost effectiveness, and establish control procedures.

HISTORY

Prior to the implementation of this policy, existing practice had been to grant individuals rather than positions a full car allowance. Therefore when a person moved, the allowance moved with them. Also, there was no provision for a partial car allowance. All existing car allowances were reviewed, with many eliminated or reduced to partial allowances, as a part of this current policy. Those positions where satisfactory job performance necessitated extensive use of a personal vehicle received full car allowances. Those positions that necessitated substantial use received partial car allowances. Other positions use the City fleet.

Preliminary assessment of this new policy indicates an overall cost savings when compared to prior existing circumstances. However, periodic audits will be utilized to confirm and continue the cost effective of this policy.

Eligibility

The City of Tempe provides either a vehicle allowance, a leased car, or a "Take Home Car" to eligible elected officials, City Council appointees, and staff positions based on job functions and expectations, as determined by the City Manager. The eligible positions and the type of allowance are listed as follows:

Elected Officials

Job Title	Allowance Code
Mayor	LEASE
Vice-Mayor	CA
Councilmember	CA

Council-appointed Positions

Job Title	Allowance Code
City Manager	CONTRACT
Presiding City Judge	CA
City Attorney	CA
City Clerk	CA

Chief Financial Officer / Chief of Staff / Department Managers

Job Title	Allowance Code
Chief of Staff	CA
Chief Financial Officer	CA
Court Administrator	CA
Fire Chief	CA
Police Chief	CA
Community Services Manager	CA
Development Services Manager	CA
Public Works Manager	CA

Positions with Specific Vehicle Usage Requirements

Job Title	Allowance Code
Government Relations Director	CA
Deputy City Attorney	CA
Claims Officer – Liability	THCAR or PA
Industrial Hygienist	THCAR or PA
Safety Officer	THCAR or PA
Transit Manager	PA
Neighborhood Program Administrator	PA
Rio Salado Project Manager	PA

Department Assistant Managers / Staff Division Directors

Job Title	Allowance Code
Fire Department Assistant Managers:	
Assistant Fire Chief	CA
Police Department Assistant Managers:	
Assistant Police Chief	THCAR or CA
Community Services Assistant Managers:	
Parks & Recreation Administrator	PA
Library Administrator	PA
Social Services Manager	PA
Cultural Services Manager	PA
Development Services Assistant Managers:	
Deputy Director - Housing	PA
Deputy Director - Planning	PA
Deputy Director - Redevelopment	PA
Deputy Director - Building Safety	PA

Job Title	Allowance Code
Public Works Assistant Managers:	
Field Services Superintendent	PA
Deputy Director - Transportation	PA
City Engineer	PA
Deputy Director - Environmental	PA
Deputy Director - Water Management	PA
Fleet Manager	PA
City Court Assistant Managers:	
Deputy Court Administrator	PA
Staff Division Directors:	
Communications Division Director	PA
Audit Division Director	PA
Management Support Division Director	PA
Human Resources Division Director	PA
Information Technology Division Director	PA
Tempe Learning Center Division Director	PA
Financial Services Division Director	PA
Economic Development Division Director	PA
Strategic Planning Division Director	PA

Allowance Codes:

CA	Car Allowance – Full car allowance, in lieu of a Take Home Car
PA	Partial Allowance – Percentage of full car allowance based on usage
THCAR	Take Home Car – City car, for official use only
LEASE	Leased car provided for official and personal use
CONTRACT	Negotiated employment contract

Police and Fire Department vehicles, used for public safety purposes, are covered by policies within those departments and are excluded from this list.

COMPENSATION

Employees who are eligible for either a full car allowance which is currently \$500 per month or a partial car allowance which is currently \$250 per month, will receive payment in the first paycheck of every month. Employees receiving either a full car allowance or a partial car allowance will be taxed at the time the allowance is received.

The value of a Leased car and/or contracted car will be posted in December every year. It will be taxed at the time the value is posted.

Employees who are furnished with a Take-home vehicle will submit to the Financial Services Division each month an accounting of the number of days a city car was used. Twice a year in June (for November through April usage) and December (for May through October usage) the value of Take-home vehicles will be posted to a users earnings record and taxed at that time.

PROCEDURES

Human Resources will document and administer the Vehicle Allowance Program. A notation will be made on the Personnel Action Request (PAR) form for employees hired into an eligible position. A vehicle allowance program notation due to promotions into or demotions out of eligible positions, will be documented on a PAR form and placed in the employee's personnel file.

To ensure fairness, market equity, and operational cost effectiveness, the City Auditor will review the current policy at the end of alternate calendar years starting in 2001, or as determined by the City Manager, City Auditor, Chief of Staff, or Chief Financial Officer.